

Individual Name: \_\_\_\_\_ Incident # \_\_\_\_\_

**DMHDDAS Incident Report and Peer to Peer with No or Minor Injury Investigation Review**

Date of Incident	Date of Review	Reviewer	Investigator / Team Leader	Facility

Instructions: All information to complete the Incident Report Investigation Review is obtained from the Incident Report and Peer to Peer with No or Minor Injury Investigation Review. All Standards should be marked as follows:

**Yes** = information is present and meets the standard at the time of the review;

**No** = information is not present, OR the information is present but does not meet the standard at the time of the review;

**Na** = Standard is not relevant for the incident.

The Comments section may be used to clarify information, but it may not be used as a stand-alone response.

For further information related to the Standards, see the DMHDDAS Facility Risk Management Protocol (FRMP) effective September 1, 2008.

Standard for Facility Responsibility Pages 1-5		Y e s	N o	Comments
1.	All applicable areas on Page 1 of the Incident Report contain data.			
2.	All applicable areas on Page 2 of the Incident Report contain data.			
3.	All applicable areas on Page 3 of the Incident Report contain data.			
4.	All applicable areas on Page 4 of the Incident Report contain data.			
5.	All applicable areas on Page 5 of the Incident Report contain data.			

Standard for Supervisor Responsibility Incident Investigation/Follow-Up Form Page 4		Y e s	N o	na	Comments
1.	The investigation was started and completed on the same day as the Incident Report.				
2.	Immediate steps to secure the scene are described - AS APPLICABLE.				
2.a.	Immediately remove the potential target employee(s), and keep them separated.				

Standard for Supervisor Responsibility Incident Investigation/Follow-Up Form Page 4		Y e s	N o	n a	Comments
2.b.	Obtain photographs of all visible injuries or photographs to document that no injury is present.				
2.c.	Prohibit any person from removing or destroying potential or actual evidence.				
2.d.	Keep potential witnesses at the scene, and keep them separated.				
3.	Conclusions are recorded.				
4.	Recommendations are recorded.				

Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Form Page 1		Y e s	N o	n a	Comments
1.	Activity of the individuals before, during and after the incident is described.				
1.a.	Individual A				
1.b.	Individual B				
2.	Activity of the staff before, during and after the incident is described.				
2.a.	Staff A				
2.b.	Staff B				

Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Form Page 1		Y e s	N o	n a	Comments
3.	Surroundings that impacted the incident are described.				
4.	Early warning signs are described.				
4.a.	Individual A				
4.b.	Individual B				
5.	Interventions staff <i>should have</i> used are described.				
5.a.	Individual A				
5.b.	Individual B				
6.	Interventions staff used are described.				
7.	Effects of the interventions are described.				
7.a.	Individual A				
7.b.	Individual B				
8.	Staffing pattern that may have impacted the incident is described.				
9.	Sequence of immediate protections to eliminate potential, immediate, and future harm are described.				

Standard for Team Leader Responsibility Peer to Peer with No or Minor Injury Form Page 2		Y e s	N o	n a	Comments
1.	A description of how the incident affected the individual is described.				
1.a.	Status Individual A:				
1.b.	Status Individual B:				
1.b.	Isolated or trend?				
2.	If the YES block is checked, indicating additional follow-up is needed - additional follow-up is recorded.				

**DMHDDAS: If any Standard is marked "NO" follow-up documentation with the Facility Director (email, mail, or verbal, which should be documented) should be attached to this Review Form.**

Individual Name: Record Individual's nameIncident # Record Incident #**DMHDDAS Incident Report and Peer to Peer with No or Minor Injury Investigation Review**

Date of Incident	Date of Review	Reviewer	Investigator / Team Leader	Facility
Record the date of the incident	Record the date of the Review	Record the Reviewer's name	Inv: Record the investigator's name TL: Record the Team Leader's name	Record the name of the facility

Instructions: All information to complete the Incident Report Investigation Review is obtained from the Incident Report and Peer to Peer with No or Minor Injury Investigation Review. All Standards should be marked as follows:

**Yes** = information is present and meets the standard;

**No** = information is not present, OR information is present but does not meet the standard;

**Na** = Standard is not relevant for the incident.

The Comments section may be used to clarify information, but it may not be used as a stand-alone response.

For further information related to the Standards, see the DMHDDAS Facility Risk Management Protocol (FRMP) effective September 1, 2008.

Standard for Facility Responsibility Pages 1-5		Y e s	N o	Comments
1.	All applicable areas on Page 1 of the Incident Report contain data.			This standard is met if: a. All areas on Page 1 are completed
2.	All applicable areas on Page 2 of the Incident Report contain data.			This standard is met if: a. All areas on Page 2 are completed
3.	All applicable areas on Page 3 of the Incident Report contain data.			This standard is met if: a. All areas on Page 3 are completed
4.	All applicable areas on Page 4 of the Incident Report contain data.			This standard is met if: a. All areas on Page 4 are completed
5.	All applicable areas on Page 5 of the Incident Report contain data.			This standard is met if: a. All areas on Page 5 are completed

Standard for Supervisor Responsibility Incident Investigation/Follow-Up Form Page 4		Y e s	N o	na	Comments
1.	The investigation was started and completed on the same day as the Incident Report.				This standard is met if: a. Incident Report date and the Investigation/ Follow-up date are the same OR if not, a clear reason is documented
2.	Immediate steps to secure the scene are described - AS APPLICABLE.				
2.a.	Immediately remove the potential target employee(s), and keep them separated.				This standard is met if: a. Removal of target employees is evident, and b. Separation of target employees is evident, or c. A clear reason for not doing a and/or b is documented, or d. No target employees are identified, and e. NA is appropriately documented
2.b.	Obtain photographs of all visible injuries or photographs to document				This standard is met if: (IF APPLICABLE) a. Photographs of visible injuries is evident, or

Standard for Supervisor Responsibility Incident Investigation/Follow-Up Form Page 4		Y e s	N o	n a	Comments
	that no injury is present.				b. Photographs of non-injury is evident, or c. NA is appropriately documented
2.c.	Prohibit any person from removing or destroying potential or actual evidence.				This standard is met if: a. Prohibition of removing or destroying potential or actual evidence is evident, or b. NA is appropriately documented
2.d.	Keep potential witnesses at the scene, and keep them separated.				This standard is met if: a. Keeping potential witnesses at the scene is evident, and b. Separation of potential witnesses is evident, or c. A clear reason for not doing a and/or b is documented, or d. No witnesses are identified, and e. NA is appropriately documented
3.	Conclusions are recorded.				This standard is met if: a. Outcome of the incident is described
4.	Recommendations are recorded.				This standard is met if: a. Recommendations are recorded that lead towards improving the quality of care for individuals, e.g. retrain staff on Topic XYZ, request assistance from Team Leader/case manager for additional training, talk with supervisor to request change in staffing, hole in bathroom wall be repaired to prevent plaster from falling, etc.

Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Form Page 1		Y e s	N o	n a	Comments
1.	Activity of the individuals before, during and after the incident is described.				
1.a.	Individual A				This standard is met if: a. Activity of Individual A before, during and after the incident is described
1.b.	Individual B				This standard is met if: a. Activity of Individual B before, during and after the incident is described
2.	Activity of the staff before, during and after the incident is described.				
2.a.	Staff A				This standard is met if: a. Activity of Staff A before, during and after the incident is described
2.b.	Staff B				This standard is met if: a. Activity of Staff B before, during and after the incident is described
3.	Surroundings that impacted the incident are described.				This standard is met if: a. Surroundings of individuals that impacted the incident

Standard for Supervisor Responsibility Peer to Peer with No or Minor Injury Form Page 1		Y e s	N o	n a	Comments
					are described
4.	Early warning signs are described.				
4.a.	Individual A				This standard is met if: a. Early warning signs displayed by Individual A are described
4.b.	Individual B				This standard is met if: a. Early warning signs displayed by Individual B are described
5.	Interventions staff <i>should have</i> used are described.				
5.a.	Individual A				This standard is met if: a. Interventions from treatment plan staff should have used for Individual A are described
5.b.	Individual B				This standard is met if: a. Interventions from treatment plan staff should have used for Individual B are described
6.	Interventions staff used are described.				This standard is met if: a. Interventions staff used for Individuals A and B are described
7.	Effects of the interventions are described.				
7.a.	Individual A				This standard is met if: a. Effects of the interventions for Individual A are described
7.b.	Individual B				This standard is met if: a. Effects of the interventions for Individual B are described
8.	Staffing pattern that may have impacted the incident is described.				This standard is met if: a. Staffing pattern that may have impacted the incident is described, or b. NA is appropriately documented
9.	Sequence of immediate protections to eliminate potential, immediate, and future harm are described.				This standard is met if: a. Sequence of immediate protections to eliminate potential, immediate, and future harm are described

Standard for Team Leader Responsibility Peer to Peer with No or Minor Injury Form Page 2		Y e s	N o	n a	Comments
1.	A description of how the incident affected the individual is described.				
1.a.	Status Individual A:				This standard is met if: a. Effect of the incident on Individual A is described
1.b.	Status Individual B:				This standard is met if: a. Effect of the incident on Individual B is described
1.b.	Isolated or trend?				This standard is met if: a. Incident is identified as isolated or part of a trend
2.	If the YES block is checked,				This standard is met if:

Standard for Team Leader Responsibility Peer to Peer with No or Minor Injury Form Page 2		Y e s	N o	n a	Comments
	indicating additional follow-up is needed - additional follow-up is recorded.				a. Additional follow-up is documented if the YES block is checked

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